

GEORGIA HOUSING AND FINANCE AUTHORITY
60 Executive Park South, NE
Atlanta, GA 30329

REQUEST FOR PROPOSALS ("RFP")

Affordable Multifamily LIHTC Property
Qualified Contract (QC) Price Calculation and Determination Services
Issued March 12, 2019

Proposals with all required documentation must be submitted no later than 4:00PM
Eastern Standard Time, Friday March 29, 2019.

I. Statement of Purpose

The Georgia Housing and Finance Authority (the "Authority" or "GHFA") seeks to contract with a Certified Public Accountant ("CPA") to serve as a consultant ("Consultants" or "Consultant") for the provision of calculating the Qualified Contract Price for GHFA's Affordable Multifamily Tax Credit Program. The programs of GHFA are administered by the Georgia Department of Community Affairs ("DCA"), a legislatively created executive branch of the State government.

II. Overview of DCA's Administration of Qualified Contract Requests

DCA's Office of Portfolio Management processes requests for Qualified Contracts which owners are permitted to submit after the commencement of the 15th year for all buildings in a property in the Low Income Housing Tax Credit program. DCA has undertaken the responsibility of engaging a CPA firm to follow the IRS formula to calculate and determine the Qualified Contract price as prescribed in Section 42 of the Internal Revenue Code ("§42") and Treas. Reg. §1.42-18 ("§1.42-18").

III. Schedule of Events

The schedule of events* for this RFP is as follows:

- Advertise RFP March 12, 2019-March 22, 2019
- Proposals Due (receipt by GHFA) March 29, 2019 (by 4:00PM, EST)
- Selected for Oral Presentations
(if the Authority deems necessary) Week of April 1, 2019
- Announcement of Selected Consultants No later than April 5, 2019

* Dates are approximate and may change as needed.

IV. Proposal Submittal Instructions

- A. The Proposal should be prepared in a straightforward and concise manner, detailing the respondent's capabilities to satisfy the requirements of this RFP.
- B. All Proposals shall be submitted electronically to: RFP@dca.ga.gov.
- C. All proposals must include a transmittal letter on the respondent's stationery, signed by an individual who is authorized to bind the company to all statements in the proposal and the services and requirements as stated in the RFP. If any addendum or amendments have been issued to this RFP, the respondent shall acknowledge same in this section. On the transmittal letter, please indicate who will be the contact person at the firm with whom the Authority will communicate all information regarding this RFP. Please include the phone and facsimile numbers and e-mail addresses for this individual. The transmittal letter should clearly state that the proposal is in response to the **Affordable Multifamily LIHTC Property Qualified Contract (QC) Price Calculation and Determination Services RFP**.
- C. If there are any questions related to this RFP, please send them via email to Stephen Vlkoic at Stephen.Vlkoic@dca.ga.gov. All questions are due by March 22, 2019 by 4:00PM, Eastern Standard Time. Phone calls will not be accepted.
- D. All questions and answers will be posted on the Georgia Department of Community Affairs web page at:

<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/asset-management/request-proposal-rfp>

Only written responses or statements posted on the website shall be binding. No other means of communication, whether oral or written, shall be construed as an official response or statement of GHFA or DCA.
- E. Proposals will be evaluated based upon the responses to the specific items outlined in Section VII and the evaluation process outlined in Section XI. Although the Authority reserves the right to contact respondents and ask them for required information omitted from the proposal, proposals that omit requested information or exceed requested parameters may be rejected as non-responsive.

V. Minimum Qualifications

The following qualifications must be met to be considered for contract award:

- A. The Consultant shall have a minimum five (5) years of CPA experience, including recent experience in calculating Qualified Contract prices within the last three (3)

years for other State Housing Finance agencies and/or private property owners, for multi-family housing properties funded under the Federal Tax Credit 9% and 4% programs.

- B. Any key personnel assigned to the Contract shall have a minimum of three (3) years of recent experience determining and calculating Qualified Contract prices for a minimum of **five properties**.

VI. Scope of Qualified Contract Price Calculation and Services Under This RFP

The scope of services expected from the Consultant in connection with this RFP shall include, but shall not be limited to, the following:

- A. Obtaining from the documents submitted to DCA as part of the Qualified Contract request, all applicable and necessary information, including, but not limited to tax returns and audited financial statements from the year the property first claimed tax credits under this program through year 15 of the tax credit period.

For each property assigned, the Consultant shall perform an analysis of all financial documents necessary to calculate the Qualified Contract price as stipulated in §42 and §1.42-18.

- B. Producing the following supporting documentation to be included with the final Qualified Contract price:
 - 1. Review, verify, and document all line items that are used in determining the Qualified Contract price and their source;
 - 2. Utilize and provide a final Qualified Contract price calculation worksheet (to be approved by GHFA/DCA) which follows the IRS Qualified Contract price formula;
 - 3. Provide a narrative/comments section as part of the final Qualified Contract price calculation to provide any notable items; and
 - 4. Statement certifying that the Qualified Contract price was calculated in accordance with applicable requirements under §42 and §1.42-18.
- C. Communicating with DCA staff on progress and issues related to the successful completion of an assigned Qualified Price determination, which includes, but is not limited to:
 - 1. Participating in meetings and conference calls with DCA staff as needed;

2. Coordinating with DCA staff for any incomplete or missing documentation necessary for the Qualified Contract price calculation; and
3. Working at the direction of DCA staff on all tasks assigned pursuant to services under this RFP.

VII. Proposal Content Requirements

All Proposals must contain the following information and relevant documentation in the order outlined below:

A. Minimum Qualifications

The Consultant shall demonstrate that it meets the qualifications outlined in Section V.

B. Executive Summary – Scope of Work

The respondent shall condense and highlight the contents of the Proposal in a separate section titled “Executive Summary.” The summary shall provide a broad overview of the Consultant’s understanding of the contents of the RFP and of the how the Consultant’s proposal meets the scope of services outlined.

C. Summary of Experience and General Capability

1. Experience. The respondent shall provide an overview of its experience rendering services similar to those outlined Section VI of this RFP and how that experience is relative to this RFP. This narrative shall also include a summary of the experience of key personnel proposed to be assigned to this Contract. Resumes, brochures, and other relevant documentation may be included in this section.
2. References. The respondent must provide the names, addresses, telephone numbers, and contact persons of three (3) current clients or clients from the past three years for whom similar services required by this RFP were performed. GHFA reserves the right to contact any known current or former client.
3. Samples. Three (3) samples of actual Qualified Contract price calculations already provided to clients. Samples of Georgia properties are preferred, but are not required. All identities and confidential information contained in the samples must be redacted.

D. Financial Capability

A respondent must include in its Proposal a commonly-accepted method to prove its fiscal integrity. If available, the respondent shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

In addition, the respondent may supplement its response to this Section by including one or more of the following with its response:

1. Dunn and Bradstreet Rating;
2. Standard and Poor's Rating;
3. Lines of credit;
4. Evidence of a successful financial track record; and
5. Evidence of adequate working capital

E. Work Plan

The respondent shall provide a work plan presenting how the services described in this RFP shall be provided by the respondent should the respondent be awarded a Contract. At a minimum, the Work Plan shall include the following:

1. The respondent's understanding of the services to be provided;
2. A reasonable estimate of how quickly the respondent can provide the completed services outlined in Section VI of this RFP;
3. The respondent's capacity to accommodate a fluctuating workload;
4. The respondent's approach to managing the performance of work, including overall organization and support resources; and
5. The tasks and methods to be utilized in completing the required services described in Section VI of this RFP.

F. Key Personnel

Identify the specific key individuals being proposed for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed in Section VI of this RFP. If the personnel are not employees of the respondent, indicate the relationship with the respondent and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include a resume that highlights:

1. Educational background;

2. Relevant general experience; and
3. Relevant specialized experience as it relates to the minimum qualifications outlined in Section V of the RFP.

G. Conflict of Interest

Respondents shall consider any conflicts of interest which presently exist or which may arise if the respondent is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Contractor's ability to conduct an impartial review of the assigned project.

Respondents shall provide in their Proposal a list of all relationships that may constitute a material conflict of interest.

If during the term of the Contract the Contractor becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Contractor shall disclose same, in writing, within five (5) business days from the time the Contractor becomes aware of the relationship. It shall be DCA's responsibility to determine whether or not the contractual relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

H. Price Proposal

A description of pricing for each of the following should be provided:

1. Projects financed with 9% Low Income Housing Tax Credits; and
2. Projects financed with tax-exempt bonds and 4% Tax Credits.

The price proposal should be as detailed as possible to enable GHFA to appropriately budget for services under this RFP.

VIII. Non-Binding RFP

The expectations, plans, and requests expressed in this RFP are not to be considered a commitment or contract in any way. In addition, this RFP does not require GHFA or DCA to pay any costs incurred in the preparation or mailing of a Proposal.

IX. Reservation of Rights

In connection with this RFP, and the services to be provided by the Consultant selected pursuant to this RFP, the Authority reserves the right to:

1. cancel this solicitation at any time;

2. reject any or all proposals;
3. waive minor deficiencies and informalities;
4. request additional information from individuals or firms prior to final selection; and
5. change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the underwriters.

X. Georgia Open Records Act and Program Accessibility

- A. Georgia Open Records Act. The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 et. seq.) requires that public records be open and available for inspection by any member of the public.

As such, any Proposal submitted in response to this RFP is subject to the Georgia Open Records Act. By submitting a response to this RFP, firms acknowledge that this RFP is subject to the Georgia Open Records Act.

- B. Accessibility. GHFA is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Please contact Gwen Walton at Gwen.Walton@dca.ga.gov if any reasonable accommodations are required. For example, respondents to this RFP should contact Gwen Walton at least one day in advance if they require special arrangements when attending the Oral Presentations.

XI. Evaluation Process

Proposals submitted under this RFP will be reviewed by a committee comprised of DCA staff ("Evaluation Committee"). The Evaluation Committee will conduct their evaluation of the Proposals received on the basis of the following criteria in descending order of importance:

- (1) Experience and General Capability
- (2) Work Plan and Sample of Work Product
- (3) Estimated Work Completion Time
- (4) Capacity
- (5) Pricing

- (6) Key Personnel
- (7) Executive Summary
- (8) Conflict of Interest
- (9) Minimum Qualifications (Threshold)*
- (10) Certification Statements (Threshold)*:

*Please note that the items marked as “Threshold” must be met or the Proposal will be disqualified and not considered.

XII. Selection and Award

The primary intent of this RFP is to identify two or more Consultants to provide the needed services; however, the Authority reserves the right to award no contracts. Selected respondents will be notified by DCA via email at the time set forth in Section III of this RFP.

XIII. Contract Term

The Contract resulting from this RFP shall commence after all appropriate State approvals have been obtained and shall extend for a period of one year. The initial term may be extended by agreement of the parties for three additional terms, each of which shall not exceed one year in length.

XIV. Insurance Requirements

Contractors will be required to carry professional liability insurance for the duration of any contract entered into with GHFA pursuant to this RFP. Such insurance policies must meet industry standards and GHFA requirements for coverage and limitation.

XV. Certification Statements

Submission of the Security and Immigration Affidavit along with answers to the following questions satisfies the Certification Statements threshold under Section XI of this RFP:

- A. All Proposals shall include a signed and notarized Security and Immigration Affidavit, which can be found on page 11 of this RFP.

B. The following shall be signed by an individual authorized to bind the firm:

1. "I agree and certify that our firm, as well as any person or entity associated with our firm, is in compliance with the applicable requirements of Municipal Securities Rulemaking Board Rule G-37."

Yes No

2. "I agree and certify that our firm, and any contractors employed by our firm, will operate within a drug-free workplace during the time of any performance of any contract resulting from the RFP."

Yes No

3. "I agree and certify that our firm is in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law."

Yes No

4. "In compliance with O.C.G.A. §50-5-85, I certify that our firm is not currently engaged in, and agrees for the duration of any future contract entered into with GHFA pursuant to this RFP not to engage in, a boycott of Israel."

Yes No

5. "Pursuant to O.C.G.A. §50-5-84, I certify that our firm is not a scrutinized company."

Yes No

6. "I certify that this bid, offer, or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid, offer, or proposal for the same materials, supplies, services, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards."

Yes No

7. "I agree to abide by all conditions of this RFP and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the firm and that the firm is in compliance with all requirements of the RFP."

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
FAX Number:	
Email Address:	

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____